



**REQUEST FOR QUOTATION**

P.R. NO: 2023-05-1143	MODE OF PROCUREMENT: Shopping 52.1 (b)	
P.R. DATE: 22 MAY 2023	REF. NO.: RFQ-2023-173	
END-USER: LROD-LAS	DATE PREPARED: 30 MAY 2023	
PRN: _____	CLOSING DATE/TIME: 06 JUNE 2023	10:00 AM

1. The DENR-Central Office, through its Bids and Awards Committee for Regular Operations, invites eligible bidder/s to submit duly signed proposal/quotation not later than the closing date and time for the procurement project stated below:

DESCRIPTION	QTY	UNIT	TOTAL ABC (VAT INCLUSIVE)
<i>Supply and Delivery of Various Office Supplies</i>	1	LOT	47,031.00

2. Proposal/quotation received in excess of the ABC shall automatically be rejected.

3. Interested bidder/s must submit the following documents:

<b>A. ELIGIBILITY DOCUMENTS</b>	
a.	Valid and current Certificate of PhilGEPS Registration (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR (pursuant to GPPB Resolution No. 15-2021, dated 14 October 2021);
	<u>OR</u> ;
	PhilGEPS Registration Number
b.	Valid and Current Mayor's/Business Permit for CY 2023, in case bidder submitted its PhilGEPS Registration Number only
<b>Note: Bidder/s who previously submitted updated Eligibility Documents are no longer required to resubmit.</b>	
<b>B. TECHNICAL AND FINANCIAL DOCUMENTS</b>	
c.	<b>Completely filled out and duly signed</b> Technical Proposal Form and Financial Quotation Form (Annex "A")
d.	Picture or Brochure with Technical Data Sheet of the Item Being Offered.


**Failure to submit all documents as required above shall be automatically disqualified.**

4. Price must be inclusive of VAT and must be valid for Sixty (60) calendar days upon submission of proposal/quotation.
5. Award of Contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Refusal to sign and accept the Award or enter into contract without justifiable reason, may be grounds for imposition of administrative sanctions under Rule XXIII of the Revised IRR of RA 9184.
7. Open proposal/quotation may be submitted at Procurement Management Section-Property and Supply Management Division (PrMS-PSMD), Basement, DENR-Main Building and/or thru e-mail address [ampbac.co@denr.gov.ph](mailto:ampbac.co@denr.gov.ph) and/or fax number (02) 8926-2675. For further inquiries, you may coordinate with Ms. Dianne G. Ibias/Mr. Lamberto S. Ramos at the same contact details.
8. If thru email, kindly indicate in the subject **ATTENTION: GIANINA P. AGIR - RFQ-2023-173**.
9. DENR reserves the right to reject any and all proposals, declare failure, or not award the contract at any time in accordance with Section 41 of RA 9184 and its IRR without thereby incurring liability to the affected supplier.

  
**DIANNE G. IBIAS**  
 Chief, Procurement Mgt. Section-PSMD &  
 Head, BAC Secretariat 

**Technical Proposal Form**

**Required Technical Specifications**

Item No.	Description / Technical Specifications	Picture/Image for reference only	Quantity	Brand/Model of item being offer(N/A if not applicable)
<b>Supply and Delivery of Various Office Supplies</b>				
1.	Notepad (Stick on 76mm x 100mm (3'x4') min		10 pcs	
2.	Notepad (Stick on 76mm x 100mm (3'x3'mm)		10 pcs	
3.	Records Book (300 pages size 214 min x 278mm)		6 pcs	
4.	Record Book (500 pages size 214mm x 278mm)		5 pcs	
5.	Tape Electrical		5 pcs	
6.	Tape Masking 24mm		5 pcs	
7.	Tape Masking 48mm		5 pcs	
8.	Tape Packaging 48mm		5 pcs	
9.	Tape Transparent 24mm		5 pcs	
10.	Clip Backfold 19mm		12 pcs	
11.	Clip Backfold 25mm		12 pcs	
12.	Clip Backfold 32mm		12 pcs	
13.	Clip Backfold 50mm		12 pcs	
14.	Correction Tape 8mm		12 pcs	
15.	Magazine File Box (Large)		5 bxs	
16.	Paper Clip (vinyl/plastic coated, 50mm)		12 bxs	
17.	Pencil, lead with eraser		2 bxs	
18.	Stamp pad felt		5 pcs	
19.	Pencil Sharpener, Manual, single cutter head		2 pcs	
20.	Puncher, paper heavy duty		3 pcs	
21.	Sign Pen, Black		12 pcs	
22.	Sign Pen, Red		12 pcs	
23.	Sign Pen, Blue		12 pcs	
24.	Staple Remover		5 pcs	
25.	<p><b>Air Purifier</b></p> <p><b>AIR PURIFIER</b></p> <p><b>SPECIFICATION OF PRODUCTS</b></p> <ul style="list-style-type: none"> <li>• With UV-C Light that Kills Bacteria and Viruses by destroying their Nucleic Acids and Disrupting their DNA With 3-Layer Filtration System -</li> <li>• Preliminary Filter Layer, HEPA Filter Layer, and Activated Carbon Fiber for thorough Air Cleaning</li> <li>• Covers up to 40 square meters in area Removes Unwanted Smell and Food Odors</li> <li>• Releases Ozone Gas to Eliminate up to 99.97% of most Viruses, Bacteria, Molds, Spores, Nites and other Pathogens</li> <li>• With 8 Hour timer With Sleeping function</li> <li>• With 3-speed Levels and Auto mode</li> <li>• With Infrared Sensor to detect Air Quality</li> <li>• UV Wavelength 254nm</li> <li>• Filter Lifespan: 22000 Hrs</li> <li>• Bulb Lifespan: 8000Hrs</li> <li>• Power Rating: 60-100W</li> <li>• Item Dimension: L=36.2cm W=19.4cm H=60.8cm</li> </ul>		3 pcs	



**Project Requirements/Terms and Conditions:**

1. **Delivery/completion period:** within **fifteen (15) calendar days** from receipt of Notice to Proceed
2. **Delivery Site:** Supply Management Section, Basement, DENR Main Building, Visayas Ave., Diliman, Quezon City
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable subjected to deduction of applicable Government Tax
4. DENR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
5. Replacement of Defective Items: Within ten (10) Calendar Days upon receipt of Notice of Defects from DENR.
6. Warranty: Three (3) months in case of Expendable Supplies and One (1) Year in the case of Non-expendable Supplies from issuance of Certificate of Inspection and Acceptance. Warranty Certificate must be submitted during delivery.
7. Amendment to Order may be issued subject to the conditions set forth under Annex D of the 2016 Revised IRR of RA 9184.
8. Payment shall be made in accordance with the Government Terms
9. Liquidated Damages (LD) equivalent to one tenth of one percent (0.1%) of the value of contract not delivered within the prescribed period shall be imposed per day of delay. The DENR may rescind the Contract once the cumulative amount of LD reaches 10% of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. **Bidder has no overdue deliveries or unperformed services intended for DENR-CO.**

**FINANCIAL QUOTATION FORM  
(PRICE MUST BE VAT INCLUSIVE)**

Item No.	DESCRIPTION	QTY	UNIT	TOTAL ABC (P)		BIDDER'S PRICE QUOTATION (P)	
				Unit Cost	Total	Unit Cost	Total
1.	Notepad (Stick on 76mm x 100mm (3'x4') min	10	Pcs	65.00	650.00		
2.	Notepad (Stick on 76mm x 100mm (3'x3'mm)	10	Pcs	62.00	620.00		
3.	Records Book (300 pages size 214 min x 278mm)	6	Pcs	70.00	420.00		
4.	Record Book (500 pages size 214mm x 278mm)	5	Pcs	140.00	700.00		
5.	Tape Electrical	5	Pcs	25.00	125.00		
6.	Tape Masking 24mm	5	Pcs	75.00	375.00		
7.	Tape Masking 48mm	5	Pcs	130.00	650.00		
8.	Tape Packaging 48mm	5	Pcs	30.00	150.00		
9.	Tape Transparent 24mm	5	Pcs	37.00	185.00		
10.	Clip Backfold 19mm	12	Pcs	13.00	156.00		
11.	Clip Backfold 25mm	12	Pcs	25.00	300.00		
12.	Clip Backfold 32mm	12	Pcs	37.00	444.00		
13.	Clip Backfold 50mm	12	Pcs	40.00	480.00		
14.	Correction Tape 8mm	12	Pcs	15.00	180.00		
15.	Magazine File Box (Large)	5	Bxs	50.00	250.00		
16.	Paper Clip (vinyl/plastic coated, 50mm)	12	Bxs	33.00	396.00		
17.	Pencil, lead with eraser	2	Bxs	100.00	200.00		
18.	Stamp pad felt	5	Pcs	45.00	225.00		
19.	Pencil Sharpener, Manual, single cutter head	2	Pcs	230.00	460.00		
20.	Puncher, paper heavy duty	3	Pcs	250.00	750.00		
21.	Sign Pen, Black	12	Pcs	65.00	780.00		
22.	Sign Pen, Red	12	Pcs	65.00	780.00		
23.	Sign Pen, Blue	12	Pcs	65.00	780.00		
24.	Staple Remover	5	pcs	35.00	175.00		
25.	Air Purifier	3	Pcs	5,000.00	15,000.00		

26. Paper Shredder	1	Pc	7,000.00	7,000.00		
27. Webcam	3	Pcs	1,500.00	4,500.00		
28. Headset (with noise cancelling)	3	Pcs	2,500.00	7,500.00		
29. Sonoma Corkboard (18 x 12) with frame	2	Pcs	1,000.00	2,000.00		
30. Extension Cord Wem -050PK	2	pcs	400.00	800.00		
<b>TOTAL</b>				<b>47,031.00</b>		

**BIDDER'S UNDERTAKING**

I/We, the undersigned Supplier, after having examined the Technical Specifications/ Project Requirements, hereby OFFER to supply/deliver/perform the above-described items.

I/We undertake, if our proposal is accepted, to deliver the items/services in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal PO/ Contract is prepared and signed, this quotation is binding on us.

\_\_\_\_\_  
**NAME OF COMPANY (IN PRINT)**

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME OF THE AUTHORIZED REPRESENTATIVE**

**ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Designation:**

**Date:**

**Email Address:**

**Telefax No.:**

**Mobile Number:**

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